Gilberto Filipe DITA showcase

Contents

Chapter 1. Purpose of this work

Use the DITA language to introduce myself to vestas recruiters and team of "technical writers" and show part of my knowledge without resorting to works that contain information from third parties

Chapter 2. Work experiences

CAT system and DITA along with specialized language.

Initially I used these tools that are crucial for a organization to deal in a proper way with is information.

And in vestas would be great to boost knowledge on this subject and take to a new level my technical writing and grow with talented people to improve my portfolio.

Contents describing experiences in a professional environment.

In this demonstration of Professional experience *(on page 7)*, you will find information about the positions held, name of the company, start and end dates, responsibilities, and relevant achievements. Provides a concise and summarized overview that does not dispense with personal consultation.

> **ⓘ Tip:**
> For more reelevant information do not hesitate to call with Available phone numbers *(on page 12)*

Candidate profile

Profile contents.

In a candidate profile you will find relevant information about academic background, including educational classes,courses,technical skills and areas of specific knowledge.

Relevant personal experiences maybe also referred, such as interests, hobbies and extracurricular activities, which demonstrate personality, abilities and personal values.

A complete profile should provide a holistic view of the candidate, combining both their academics and their personal characteristics.

How to query

The difference between read summarily a CV and reading a detailed CV is significant in terms of depth and breadth of information.

A summary work usually presents only an overview or synthesis of the main ideas and points covered, providing a quick overview of the content.

On the other hand, a detailed work along with personal consultation offers a thorough and in-depth analysis of the subject, with a more comprehensive coverage of the concepts, arguments and evidence presented.

Brief notions of curriculum analysis

Tips for analysts.

Relevance: The analyst should assess the relevance of the information and look for more with the candidate himself

Professional experience: Check previous positions, regarding experiences in the positions held.

Skills and Qualifications: Review skills and qualifications such as technical knowledge, certifications, and level of fluency in languages.
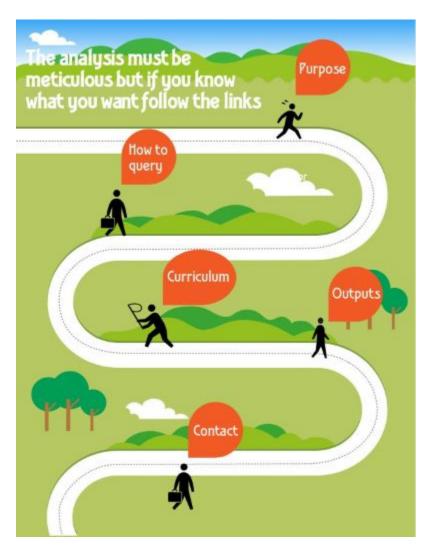
Coherence and consistency: You should consider coherence and consistency of the information presented in the resume, including dates of employment, positions held, company names and contact information.

Layout and formatting: Care should be taken with the layout and formatting of the resume. Check the organization of sections, clarity of presentation, and overall appearance.

Personal presentation: Personal presentation: The analyst can also evaluate the candidate's personal presentation, such as their photo, contact information and social media profile. It is important that candidates present a professional and consistent image in all aspects of their application.

Chapter 3. Quick consultation

This road map directs you through link´s.

1. Go to purpose *(on page 3)*
2. See how to query *(on page 4)*
3. Go to Curriculum *(on page 7)*
4. Get outputs *(on page 10)*
5. Get in touch *(on page 12)*

Chapter 4. Curriculum

Presentation of the main topics of the curriculum vitae.

Get a download version here:

Professional experience

VESTAS

Scheduler (2020-2022)

- Planning of activities at 3 weeks and 52 weeks for capacity distribution of means.
- Elaboration and updating of work schedules.
- Assignment of technical instructions to orders.
- Budgeting and follow-up of work and subcontracted equipment.
- Warehouse movements in system.
- Identification and requisition of machine components VESTAS, SIEMENS/Gamesa, SUZLON and NORDEX.

NSR Enginering

Budget maker (2017-2019)

- Budgeting of: electrical instalations.

ENERCON

Windturbine Lead Technician (2004-2016)

- Translation and creation of technical instructions.
- Introduction of Lean processes.
- Inspections of wind turbines, substations and outsourced work.
- Commissioning and retrofitting of equipment.
- Created the first brand induction team in portugal.
- Team rosters.

Skills

Capabilities, knowledge and skills to perform specific tasks or activities.

- Excel VBA
- SAP ERP
- SQL
- Microsoft Office
- Outlook
- Team metrics
- GWO BSTR-Verticall works+ Rigger+Hidraulic+Eletricity+1º Aid+Mecanic
- Driving license B

Skills acquired in VESTAS

Advantageous knowledge acquired.

- Certificate Of Completion Value chain
- Certificate Of Completion Electrical
- Certificate Of Completion Mechanical
- Certificate Of Completion Hidraulic
- Vestas Level C (theorical)
- Certificate Of Completion excel
- Certificate Of Completion LEAN
- Certificate Of Completion leap (Service Product Hierarchy)
- Certificate Of Completion Introduction to SAP
- Cyber Security Starter Kit
- Certificate Of Completion gift conduct

Language

Language	Level
Portuguese	Native
English	C1
Spanish	B1

Education

General and vocational schools.

IEFP	SGO		CESPU
12th senior school	Electrical Technician	Solar PV	Management Technician

Chapter 5. Available outputs

DITA is a flexible language that offers multiple forms of output to adapt content to different needs and platforms.

This includes content reuse, styling and branding customization, language, localization support and adaptability to multiple output channels. Output forms on DITA can be customized to meet specific requirements, allowing delivery of content in different formats, cultures and channels.

Canvas

Theres available a PDF C.V. in Canvas format.

Canvas allows the creation of visual and structured representations, enabling a clear and simplified understanding of key elements and the interactions between them.

Select to download the C.V. built in Canvas:CV_resume_EN.pdf

PDF

Presentation in PDF format.

PDF (Portable Document Format) is a file format used to consistently create and share digital documents across different platforms. It preserves the formatting and appearance of the original document, making it readable and printable across different devices and operating systems.

Select to download the PDF: Certificate%20Technical%20writting%20How%20to%20Write%20Using%20DITA%20XML.pdf

HTML

Portable Document Format (PDF) is a widely used file format for creating, viewing, and sharing electronic documents in a consistent, platform-independent manner, while preserving the original formatting and appearance of the document.

Code

The work was created with a sequence of instructions written in DITA xml language, which is interpreted or compiled by a computer to create software digital functionalities and outputs.

Go to code: https://github.com/Writtall/DITA-XML-docs

Example:

```
<?xml version="1.0" encoding="UTF-8"?>

<!DOCTYPE concept PUBLIC "-//OASIS//DTD DITA Concept//EN" "concept.dtd">

<concept id="code">

    <title>Code</title>

    <shortdesc></shortdesc>

    <conbody>

        <p>The work was created with this sequence of instructions written in DITA xml language,

            which is interpreted or compiled by a computer to create software digital

            functionalities and outputs.</p>

    </conbody>

</concept>
```

Chapter 6. Contact

Any communication channel used will have someone attentive on the other side.

Start a phone call

Topics for a structured call.

Make sure all hyphoteses are defined in a subject with assertive and evolutive content to share

Will help you define purpose and keep in mind what you hope to achieve.

1. Prior preparation of the purpose of the call.
2. Ensuring channel clarity.
3. Active explanation and listening.
4. Take notes on conclusions
5. Thank and farewell.

Start conversation with follow diall numbers:Available phone numbers

Available phone numbers

Start a phone conversation.

Any communication channel used will have someone attentive on the other side.

Table 1. Phone numbers.

Country calling code	Phone number
00351	915533300
00351	938061741

Contact issue

> **Note:**
>
> Do not avoid contact just because you are not familiar with the Portuguese language. **English is also available.**

Troubleshooting:

In case the call is not answered:

- Try again later.
- Wait for a return call.
- Send a text message or try another means of contact